

Class Code 3016/Nonexempt
Position Title Assistant Librarian
Working Area Library Services
Effective Date March 21, 2003



JOB DESCRIPTION

Scope

Technical work in support of an activity within the library system or providing customer service to library customers.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Provide reader's advisory, general reference assistance, and information service for children and adults. Maintain inventory records of additions and deletions to library holdings, including receipt of serials. Supervise Page staff. Supervise circulation staff in the absence of the Circulation Supervisor. Inspect materials before routing to library branches. Classify and catalog books and other library materials using the OCLC Cataloging Subsystem, including non-DLC records, corrects data record errors. Obtain materials from other libraries using the Interlibrary Loan Subsystem. Prepare orders, invoice breakdowns, and billheads including electronic ordering and receiving of books and other library materials. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Knowledge of established principles, practices, and methods of library science and administration, including general reference, classification, cataloging, circulation, serials classification, and acquisition. Ability to use and explain library equipment, facilities and files. Ability to maintain accurate records and prepare comprehensive reports. Ability to establish effective working relationships with others. Ability to communicate clearly and concisely both orally and in writing. Must possess and maintain a valid Florida Driver's License.

Education

Technical Positions:

Associate's Degree in Liberal Studies, Business, or a closely related field and two (2) years' public library experience.

Customer Service Positions:

Bachelor's Degree in Literature, English, Education, or a closely related field and one (1) year public library experience. For certain positions children's experience is required.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is in a Library setting. Most duties are performed while sitting at a desk or walking the floor of a library. This position may be required to lift boxes of books. A comparable amount of education, training, or experience may be substituted for the minimum qualifications.